**ACA SMR**

**Group Conscience Committee Meeting**

February 4, 2021, 8:45am Meeting #15

Attendees: There were 14 participants. Several of them were: Craig, Paul KF, Robert, Barbara, Katiebean, Jeff B, Arian, Kate NYC, Adam K, Brian eM, Karen B, Kelly, Drew, Diane

**1. Call to order/opening prayer:** Meeting was called to order at 849am by Paul KF. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper and agenda:** Meeting Secretary: Craig, Time-keeper: Diane

Agenda for meeting was screen shared by Paul KF

*1. Call to order/opening prayer*

*2. Meeting Secretary, time-keeper and agenda*

*3. Minutes of the January 21th, 2021 meeting*

*4. Review of revised draft position descriptions*

 *Tech Host*

 *Newcomer-Greeter Coordinator*

 *Web Servant*

 *Common Elements*

*5. Next Steps*

 *Prioritizing review of other position descriptions*

 *Network directory and organization chart*

*6. Next meeting*

*7. Adjournment and closing prayer*

**Motion was made by Robert to accept the agenda as proposed. Second was Brian eM. Motion passed.**

**3. Minutes of the January 21, 2021 meeting:** The minutes from January 21, 2021 meeting were screen shared by Paul KF.

**Motion was made by Robert to accept the agenda as proposed. Second was Brian eM. Motion passed.**

**4. Review of revised draft position descriptions:**

**Tech Host:** This document was screen shared by Paul KF. Discussion included the various sections of this document. In the Terms section, the verbiage was ‘massaged’. In the Duties/Responsibilities section, wording was removed and replaced. Section wording was changed to be congruent with other position descriptions (i.e., ‘helpful qualities’). There were also changes made to the “During the meeting” and “End of the meeting” sections in terms of responsibilities and verbiage.

The Help Button to alert the Tech Host only appears while in breakout rooms and its location varies depending on the electronic device on which you are utilizing to view the meeting.

**Diane called time. Barbara motioned to add 10 minutes to the meeting. Robert was the second.**

The discussion continued on how this document read and its continuity with other position descriptions.

**Barbara made a motion to accept the Tech Host position description as a draft as written. Diane was the second. Motions passed.**

**Newcomer – Greeter Coordinator:** This was tabled until the next Care meeting.

**Web Servant:** This was tabled until the next Care meeting.

**Common Elements:** This was tabled until the next Care meeting.

**5. Next Steps:** Continue with examining the position descriptions in the order in which they are listed here: New comer greeter, Web servant, Common elements.

**6. Next meeting:** The next meeting will be held on Wednesday, Feb 10 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Barbara to adjourn meeting. Second was made by Robert. Motion passed**. Meeting was closed at 9:39am. This was followed by the Serenity Prayer.